

# **MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

March 13, 2018, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Fink, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Physical Facilities Director Russ Freber; Dodge County Treasurer Patti Hilker; Dodge County Medical Examiner PJ Schoebel; ERP Project Director Ross Winklbauer; and County Board Chairman Russell Kottke.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Benter, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Fink, seconded by Schaefer to approve the February 13, 2018 minutes, as presented. Motion carried.

ERP Project Director Ross Winklbauer provided a brief update on the ERP Project. Mr. Winklbauer reported that *The ERP Project Publication* document is emailed to Department Heads, the kickoff meeting was on March 8, 2018, and some topics discussed at the meeting were roles and responsibilities, the project timeline, and goals. Mr. Winklbauer further reported that the meeting agendas will be provided to the Department Heads and the Subject Matter Experts (SMEs) prior to a meeting to allow for their preparation for the meeting.

Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper provided a brief update to the Committee regarding Client Billing and Collection. Ms. Monica Hooper reported that the Human Services and Health Department have completed the January 2018 billing run, and are in the process of billing out private pay and HMO's. Ms. Monica Hooper further reported that the Joxel Group will be onsite the week of March 19, 2018.

Dodge County Chief Deputy Sheriff Scott Mittelstadt provided a brief oral report to the Committee on the following Jail Improvement Fund Requests:

- Replacement of six (6) filing cabinets located in the Detention Facility Intake Area - \$3,764.22;
- Purchase of a Portable Metal Detector for the Detention Facility Lobby – \$12,495.00;

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- Purchase of a Key Accountability System and Card Reader for the Detention Facility employee entrance - \$29,055.14. Mr. Mittelstadt reported that \$25,000.00 was budgeted, but the cost of electric was higher than expected.

Supervisor Guckenberger voiced his concern that jail improvement funds are being requested for the purchase of the six (6) filing cabinets for the Detention Facility Intake Area.

Motion by Schaefer, seconded by Benter to authorize the use of Jail Improvement Funds for the purchase of a Portable Metal Detector for the Detention Facility Lobby, and for the purchase of a Key Accountability System and Card Reader for the Detention Facility employee entrance, and authorize the payment of vouchers. Motion carried.

Motion by Benter, seconded by Fink to authorize the use of Jail Improvement Funds for the purchase of six (6) filing cabinets for the Detention Facility Intake Area, and authorize the payment of vouchers. Motion carried 4-1. Guckenberger opposed.

Physical Facilities Director Russ Freber provided a brief oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Freber reported that he is requesting the use of Jail Improvement Funds to pay for shower repair units for the Dodge County Detention Facility. Motion by Guckenberger, seconded by Benter to authorize the use of Jail Improvement Funds to pay for shower repair units for the Dodge County Detention Facility, and authorize the payment of vouchers. Motion carried.

Dodge County Medical Examiner PJ Schoebel provided a brief oral report to the Committee regarding write-offs by the Dodge County Medical Examiner's Office. Mr. Schoebel reported that he is requesting the write-off of fees that were eligible under the Wisconsin Funeral and Cemetery Aids Program (WFCAP). Mr. Schoebel further reported that County Ordinance allows him to waive fees due to hardship. Motion by Guckenberger, seconded by Schaefer to authorize the write-offs. Motion carried.

Dodge County Treasurer provided a brief oral report to the Committee regarding write-offs by the Dodge County Treasurer's Office. Ms. Hilker reported that the write-offs are resulting from property owners not cashing refund checks for overpayment of taxes. Ms. Hilker reported that the total amount being written off is \$464.49. Motion by Schaefer, seconded by Benter to authorize the write-offs in the amount of \$464.49. Motion carried.

There was no/Committee discussion on the Statement of the Dodge County Treasurer, and the County Sales and Use Tax Report.

Ms. Hilker reported that the County Investments Report was provided to the Finance Department on March 12, 2018, therefore, it was not included in the packet materials. Ms. Hilker further reported that interest is market driven, and she receives a monthly statement with values.

Resolution to Establish Salary and Compensation for the Dodge County Board Chairman For the Period of Time Commencing on March 20, 2018 and Ending on March 20, 2020 was presented

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to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Motion by Benter, seconded by Schaefer to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Resolution Authorizing the Purchase of One 2018 John Deere 6120M 4x4 Tractor with Mower by the Dodge County Highway Department. The Fiscal Note sets forth a Budget Impact in the amount of \$0. County Administrator Jim Mielke reported that this purchase was itemized in the 2018 Dodge County Budget. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Resolution to Abolish Insurance and Benefits Coordinator Position and Create Recruitment and Benefits Assistant Position. The Fiscal Note sets forth a Budget Impact in the amount of \$11,663 in savings. Mr. Mielke reported that the savings is a result of the Recruitment and Benefits Assistant Position being a Step 5 classification and the position will not be filled immediately. Motion by Schaefer, seconded by Benter to approve the Budget Impact in the amount of \$11,663 in savings, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Mielke provided a brief oral report to the Committee regarding the preliminary 2019 Budget Timeline. Mr. Mielke highlighted the following:

- Two (2) mini-budget review sessions instead of three (3);
- Finance Committee Budget Review on October 23, 2018 or October 30, 2018;
- Capital Improvement Program (CIP) presentations in September.

Mr. Mielke provided a brief oral update to the Committee regarding the Health Insurance Consortium. Mr. Mielke reported there has been ongoing discussions, and the goal is to have insurance figures by late summer of 2018.

Ms. Kolp reported that the Intra-Department Fund Transfer Request and Unbudgeted/Excess Revenue Appropriation Request are for Committee review only. There was no discussion.

- Engagement of River Run – Information Technology;
- Active Shooter full-scale Exercise Grant – Emergency Management.

The Committee had a brief discussion on the Dodge County Vouchers \$10,000 or More. Supervisor Guckenberger asked what work was performed by Sirius Computer Solutions Inc. Mr. Mielke responded that they had a contractual agreement with Information Technology for the back-up system.

There were no Committee Reports.

Ms. Kolp reported that she has no new information regarding the Internal Revenue Service (IRS) penalty.

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Mr. Mielke provided a brief oral update to the Committee regarding the Water Rescue Equipment purchase. Mr. Mielke reported that he has requested a list of the equipment purchased, but he has not yet received the list. Mr. Mielke further reported that this can be an agenda item for the April 2018 Finance Committee meeting.

The next regular meeting is scheduled for Tuesday, April 10, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:40 a.m.



Ed Benter,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**